

LOCAL RULES OF THE DISTRICT COURT
FOR KING COUNTY

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PURSUANT TO GR 29**

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INTRODUCTION

The Local Administrative Rules have been adopted for the internal management and operation of the King County District Court pursuant to General Rule (GR) 29. (Amended effective October 18, 2002.)

LARLJ 0.1 ADMINISTRATION

(a) **GENERAL.** The responsibility to set policy and to oversee the administration of the Court resides in the elected and appointed judges of the Court. The judges, as outlined in these rules, delegate authority to an Executive Committee, a Chief Presiding Judge, an Assistant Presiding Judge, and a Chief Administrative Officer. The judges retain final authority to set modify or terminate policy or the execution of policy by the Executive Committee or any of the parties listed above through the appeal process set forth in LARLJ 0.2 APPEALS.

(b) **EXECUTIVE COMMITTEE.** The Executive Committee shall consist of five (5) judges: The Chief Presiding Judge and the Assistant Presiding Judge, and three (3) Division Presiding judges, one from each of the three Administrative Divisions. The Chief Presiding Judge, Assistant Presiding Judge and each member of the Executive Committee shall serve a term of two (2) years, from January 1st through December 31st, or until a successor shall be elected. The Executive Committee is responsible for the establishment of policies regarding the administrative operations of the Court.

(c) **CHIEF PRESIDING JUDGE.** The Chief Presiding Judge is given the duties set forth in GR 29; is responsible for the supervision of the business of the Court and for ensuring that the business of the Court is conducted in accordance with these rules; shall propose policy to the Executive Committee; shall carry out the policies set by the Executive Committee; shall supervise the Chief Administrative Officer; shall be responsible for general supervision of the current budget; shall be responsible for the preparation of the yearly proposed budget for the court; and after approval of the Executive Committee, shall present the yearly proposed budget to the County Executive and County Council. Should the County Council modify the proposed budget, the Budget Committee and the Chief Presiding Judge shall thereafter formulate and recommend a final budget to the Executive Committee for approval.

(d) **ASSISTANT PRESIDING JUDGE.** The Assistant Presiding Judge shall assist the Chief Presiding Judge and shall serve as Acting Chief Presiding Judge during the temporary absence or disability of the Chief Presiding Judge. Unless otherwise directed by the Presiding Judge, the Assistant Presiding Judge shall be the chair of the Budget Committee.

(e) **DIVISION PRESIDING JUDGE.** Each of the Court's three Administrative Divisions shall have a Division Presiding Judge who shall have the responsibilities and the authority delegated by Presiding Judge under GR29.

(f) **CHIEF ADMINISTRATIVE OFFICER.** The Chief Administrative Officer, under the supervision of the Chief Presiding Judge, shall have responsibility and authority, subject

to delegation to the Deputy Chief Administrative Officer and Directors, where the Chief Administrative Officer deems appropriate, over the hiring, supervision, discipline and termination of all non-judicial personnel. The Chief Administrative Officer shall develop and implement uniform court, administrative and personnel procedures and, where appropriate, centralization of court administration to achieve cost savings. The Executive Committee is responsible for the hiring of the Chief Administrative Office. The Chief Administrative Office serves at the pleasure of the Executive Committee.

(g) DEPUTY CHIEF ADMINISTRATIVE OFFICER. The Deputy Chief Administrative Officer, under the supervision of the Chief Administrative Officer, shall have the responsibility and authority delegated by the Chief Administrative Officer. The Deputy Chief Administrative Officer shall be hired by the Chief Administrative Officer only with the concurrence of the Executive Committee. The Deputy Chief Administrative Officer serves at the pleasure of the Executive Committee.

(h) DIRECTOR OF PROBATION SERVICES. The Director of Probation Services, under the supervision of the Chief Presiding Judge, shall have responsibility and authority for operations of the Court's Probation Services, including the hiring, training, placement, discipline and termination of personnel. Responsibility for establishment of policies regarding the operations of Probation Services is placed with the Executive Committee. The Executive Committee is responsible for the hiring of the Director of Probation Services. The Director of the Probation Services serves at the pleasure of the Executive Committee.

(i) DIRECTORS.

Division Directors shall have such responsibility and authority, as the Chief Administrative Officer deems appropriate, over the hiring, supervision, discipline, and termination of all non-judicial personnel located in the King County District Court Division to which they are assigned. Division Directors shall be hired by the Chief Administrative Officer only with the concurrence of the majority of the judges in the affected Administrative Division. The Chief Administrative Officer or a judge involved in the concurrence process may appeal a decision not to hire a Division Director to the Executive Committee. Division Directors serve at the pleasure of the Executive Committee.

Directors assigned to the Office of the Presiding Judges shall be selected by the Chief Administrative Officer and hired only with the concurrence of the Executive Committee. These Directors shall have such responsibility and authority as the Chief Administrative Officer deems appropriate over the hiring, supervision, discipline, and termination of non-judicial personnel under their supervision. Directors assigned to the Office of Presiding Judge serve at the pleasure of the Executive Committee.

(Amended 9/2/2013)

LARLJ 0.2 APPEALS

(a) A decision of the Chief Presiding Judge may be appealed to the Executive Committee by any judge.

(b) A decision of the Chief Presiding Judge or Executive Committee may be appealed directly to the judges by obtaining the consent of at least five (5) other judges and filing such appeal with the Office of the Presiding Judge for inclusion on the next general judges' meeting agenda. An affirmative vote of at least two-thirds of those judges voting is required to reverse the Chief Presiding Judge's or Executive Committee's decision. (Amended effective October 18, 2002.)

LARLJ 0.3 REGULAR MEETINGS

Regular meetings of the Executive Committee shall be held every month on the first and third Tuesday. Regular meetings of the judges shall be held on the fourth Friday of

January, April, June and October, or on such other day as may be designated by the Chief Presiding Judge. Provided, the Chief Presiding Judge may cancel an Executive Committee meeting or a regular meeting of the judges when there are no scheduled topics of discussion or when reasonably required by scheduling conflicts. (Amended effective October 18, 2002.)

LARLJ 0.4 SPECIAL MEETINGS

Special meetings of the Executive Committee may be called by the Chief Presiding Judge at any time. Notice of any such meeting shall be provided to each member at least 24 hours in advance by personal contact, email or in writing left at the judge's assigned chambers. Special meetings of the judges may be called at any time by the Chief Presiding Judge or by any six (6) judges acting jointly. Notice of any such meeting shall be provided each judge at least 24 hours in advance by personal contact or in writing left at the judge's assigned chambers. (Amended effective October 18, 2002.)

LARLJ 0.5 VOTING

Executive Committee members unable to attend a meeting of the Executive Committee shall be allowed to give a written proxy to another judge from that Division who may then participate and vote at the Executive Committee meeting in the same manner as the absent member could have. At a regular judges' meeting, each judge shall have the right to cast one vote on any issue before the judges. Voting by proxy at a regular judges' meeting shall be allowed only if a written proxy has been executed and filed with the Office of the Presiding Judge. Such proxy authorizes another judge to cast his or her vote as directed. (Amended effective October 18, 2002.)

LARLJ 0.6 QUORUMS

A quorum for the conduct of business by the entire judges shall be ten (10) judges and for the conduct of business by the Executive Committee four (4) judges. (Amended effective October 18, 2002.)

LARLJ 0.7 RECORDING SECRETARY

The recording secretary for all regular and special meetings of the Executive Committee and the judges shall be such person as the Chief Administrative Officer may designate. The recording secretary shall record and send to all judges the minutes of the proceedings of the Executive Committee and the judges meetings within five (5) working days following the meeting. The records of all proceedings of the judges and the prior association shall be maintained at the office of the Presiding Judge. (Effective January 1, 2000)

LARLJ 0.8 COMMITTEES

The Chief Presiding Judge may from time to time, with or without a motion for such, set up ad-hoc or special committees for specific purposes, and appoint judges to serve on such committees. Permanent committees which shall be appointed annually by the Chief Presiding Judge shall be:

RULES - The rules committee shall be charged with the regular review and revision of all of the local and administrative rules that govern the operation of the judges of the King County District Court. Except in emergencies, all rules revisions and new rules shall be first referred to this committee for drafting.

PROBATION - The probation committee shall be charged with assisting the Probation Director and the Chief Presiding Judge in the development of policy under which the probation department shall operate.

BUDGET - The budget committee shall be charged with the development of the proposed budget for the coming year for the King County District Court. This committee shall coordinate and consider the requests from each Division and develop a recommended budget for consideration of the Executive Committee.

PERSONNEL - The personnel committee shall be charged with the development of all recommended policies that affect the people working in the Divisions, including union contract provisions, recommended salaries and working condition rules and regulations. These recommendations shall be then referred to the Executive Committee for action.

CASELOAD - The Executive Committee will serve as the caseload committee. (Amended effective October 18, 2002.)

LARLJ 0.9 COMMITTEE REPORTS

All committees having held meetings since the last regular or special meeting of either the Executive Committee or the judges shall report in writing the business conducted by that committee at such meeting. Such report shall be made at the next regular or special meeting of either the Executive Committee or the judges (Effective January 1, 1991)

LARLJ 0.10 ELECTIONS

Elections for the Chief Presiding Judge and Assistant Presiding Judge shall be held at the regular judges' meeting in October. Elections for Chief Presiding Judge and Assistant Presiding Judge shall be decided by a majority vote of all the judges at the

October election meeting. Elections for the Division representatives to the Executive Committee (Division Presiding Judge) shall be held no later than the Friday following the October judges' meeting. If no judge from a Division receives a majority of the votes to be elected Division Presiding Judge, then the Chief Presiding Judge shall draw names by lot from the top two finalists to fill the position. The Chief Presiding Judge shall be notified of the Division election results no later than November 5th.
(Amended effective October 18, 2002.)

LARLJ 0.11 VACANCIES

Vacancies occurring in the Executive Committee shall be filled by a vote of the judges of the Division in the same manner as provided in LARLJ 0.10 above.
(Effective January 1, 1991)

LARLJ 0.12 MEETING AGENDAS

The Chief Presiding Judge shall prepare agendas for both the Executive Committee and judges' meetings and shall deliver the agenda to all appropriate members for each meeting by hand delivery, email or mail, five (5) calendar days before the meeting.
(Amended effective October 18, 2002.)

LARLJ 0.13 RECALL OF ELECTED MEMBERS

The Chief Presiding Judge, Assistant Presiding Judge or any member of the Executive Committee may be recalled from office upon motion made and seconded and approved by two-thirds of those entitled to vote on the issue as provided in paragraph LARLJ 0.10 above. A motion to recall the Chief Presiding Judge, Assistant Presiding Judge, or any member of the Executive Committee may only be voted upon at a meeting of the judges called for that purpose
(Amended effective October 18, 2002.)

LARLJ 0.14 RULE ON RULES

(a) **Notice.** Copies of proposed rules or amendments to rule(s), including proposed changes to these administrative rules, should be sent by mail or email to all judges at least three (3) weeks before consideration by the Executive Committee.

(b) **Executive Committee Action.**

(1) The Executive Committee, if it determines circumstances justify, may adopt the proposed rule(s), except changes to these Administrative Rules, as submitted or as modified at the Executive Committee meeting for immediate effect subject to an automatic review by the judges at the first regular meeting of the judges following such Executive Committee action.

(2) If the Executive Committee determines there is not a need for immediate enactment of the proposed rule(s), it shall nevertheless pass on the advisability of such rule(s), and any amendments considered at such meeting, and forward the proposed rule(s) to a meeting of the judges which is at least twenty-eight (28) days ahead. The Recording Secretary shall send to all judges' copies of the proposed

rule(s) and the Executive Committee's recommendation(s) regarding adoption or rejection at least five (5) days prior to the regular judges' meeting.

(3) Any Division or judge may request a specific local rule (as opposed to a uniform local rule) for a Division in supplementation of the uniform local rules by obtaining the approval of the Executive Committee and adoption according to GR 7.

(c) **Judges.** "Judges" are defined to mean all the then current validly appointed or elected King County District Court Judges, and a meeting of such judges includes those present personally and those present by means of proxy voting as authorized by these Local Administrative Rules.

(d) **Printing of Rules.** Copies of all adopted rules shall be filed as directed by GR 7 and available at all courthouses. Adopted as a goal is the desire to have the Local Court Rules reviewed on an annual basis in time to be accepted for publication by book companies. The Chief Presiding Judge may at any time make typographical error corrections of printed rules.

(e) **Emergency Bail Schedule Changes.** The Chief Presiding Judge may without prior notice add to, delete, or amend the King County District Court's Uniform Bail Schedule to conform with legislative change or Supreme Court rule change.

(f) **Suspension of rules.** No local rule of this Court shall be adopted, rescinded or changed without a majority vote of all the judges at a regular or special judges' meeting and only after seven days' notice of a motion thereof; *provided*, a rule may be temporarily suspended for a special purpose by a vote requested thereon. The Chief Presiding Judge shall announce the rule suspended and the judges may proceed accordingly.

(Amended effective October 18, 2002.)

LARLJ 0.15 RULES OF ORDER

The latest edition of Roberts Rules of Order shall govern parliamentary procedures at all meetings of the judges and committees
(Effective January 1, 1991)

LARLJ 0.16 COURT BUSINESS HOURS AND WEDDINGS

(a) The King County District Court shall be open to the public for business from at least 8:30 AM to 4:30 PM Monday through Friday of each week except for holidays scheduled by the State of Washington Supreme Court and closures ordered by the Presiding Judge when necessitated by inclement weather or other emergency.

(b) Any judge performing a wedding ceremony during the hours the Court is open to the public for business must comply with the requirements of Canon 5(C)(8) of the Code of Judicial Conduct and any applicable statutes.

(Amended effective October 18, 2002.)

LARLJ 0.17 NAME OF COURT

Beginning January 1, 2007, the King County District Court will be comprised of five electoral districts operating in courthouses throughout King County. Reference to a particular courthouse location shall include the Administrative Division of the King County District Court. Beginning January 1, 2007, the Administrative Divisions are the East, South and West. The courthouse facilities located within the Administrative Divisions are as follows:

South Division

- (a) Kent, 1210 South Central Kent, WA 98031
- (b) Burien, 601 SW 149th Street, Burien, WA 98166
- (c) Regional Justice Center, 401 Fourth Avenue North, Kent, WA 98032
- (d) Vashon Facility (c/o Burien Courthouse, 601 SW 149th Street, Burien, WA 98166)

East Division

- (a) Bellevue, 585 - 112th Avenue SE, Bellevue, WA 98004
- (b) Issaquah, 5415 - 220th Avenue SE, Issaquah, WA 98029
- (c) Redmond, 8601 - 160th Avenue NE, Redmond, WA 98052

West Division

- (a) Seattle, E-327 King County Courthouse, 516 3rd Avenue, Seattle, WA 98104
- (b) Shoreline, 18050 Meridian Avenue N., Shoreline, WA 98133
- (c) King County Correctional Facility, 500 Fifth Avenue, Seattle, WA 98104

(Amended 3/30/2007)

LARLJ 0.18 ALTERNATE FILING

- (a) Chief Presiding Judge. In order to assure the expeditious and efficient handling of all cases and an equitable distribution of workload among the several divisions, the Chief Presiding Judge, with the approval of the Executive Committee, may by written order, direct that certain types of cases be filed in different Divisions than otherwise provided in these rules for a designated period of time, or until further ordered. It is recommended, but not required, that the Chief Presiding Judge consult with the Executive Committee, affected Divisions, affected law enforcement agencies, and other affected parties prior to making such a recommendation to the Executive Committee.
- (b) All Judges. Any judge may direct the transfer of a pending case to another Division for good cause, upon the court's own motion or upon the motion of any party.
- (c) Courtesy Hearing. Without transferring the case to another Division, a hearing may be held in a Division other than the one in which the case is filed for the purpose of setting bail, first appearance after being booked on a warrant, or other purpose agreed to by the court where the case is filed.

(Amended effective October 18, 2002.)

LARLJ 0.19 REMOTE PUBLIC ACCESS TO ON-LINE COURT RECORDS

Access to on-line district court records shall be made available to the public subject to the following fees.

(a) **Per Page.** The fee assessed for remote access to on-line district court records shall be twenty-five cents per page. No fee shall be charged to view district court records using terminals that are made available to the public at district court facilities.

(b) **Collection.** Subject to the approval of the Chief Presiding Judge, the district court chief administrative officer shall establish a procedure for the collection of this fee.

(Effective January 1, 2009)